

Amendments to Charter

HIPAA Project at Texas Department of Health TDH HIPAA Charter Version 2

Amendment I

The purpose of the Health Insurance Portability & Accountability Act of 1996 (HIPAA) project at TDH is expanded to include implementation of the 77th legislative session Texas Senate Bill 11, now known as Health and Safety Code, Chapter 181 regarding protected health information.

Amendment II

The scope of the HIPAA project charter is the following:

- Determine all program areas within TDH and their business associates that are covered entities and impacted by HIPAA legislation and SB 11 legislation;
- Ensure TDH business processes, functional job descriptions and computer systems are adapted, where necessary and within appropriated funding for HIPAA;
- Leverage existing system so that information is shared with or provided to automated systems that fall directly under HIPAA rules, if funding is available;
- Involve the TDH Public Information Office and Program Management to answer inquiries from the public, health care provider, private contractors and other about HIPAA rules and TDH's progress in achieving compliance;
- Coordinate closely with Health and Human Services Commission (HHSC) HIPAA Program Office and to the necessary agencies on HIPAA issues;
- Examine all areas within TDH for possible impact from HIPAA EDI and potential future impact from security and national provider identifier HIPAA regulations;
- Assess business processes and systems applications to determine system modifications or re-engineering to meet compliance with HIPAA regulations within appropriated funding for HIPAA;
- Develop and disseminate HIPAA/SB 11 privacy training to TDH staff;
- Provide HIPAA-related outreach activities to affected business partners, including health care providers
- Implement business requirements and system modifications to ensure compliance with HIPAA and SB 11. This includes the development and implementation of policy and procedural changes.

Amendment III

All objectives of the HIPAA project charter are expanded:

- To include Texas Senate Bill 11, 77th Legislative session, now known as Health and Safety Code, Chapter 181.
- To reflect the extension for compliance to October 16, 2003 for HIPAA Electronic Data Interchange (EDI).

Amendment IV

Assumptions of the HIPAA project charter are modified to include the following:

Project Management – The role of interim Project Manager, Judy Sandberg will be elevated to TDH HIPAA Project Director. A full term Project Manager, Mary Jane Berry will be responsible for management through completion of the project.

Task Forces/Workgroups (New Item) – The Project Director, Project Manager, or Privacy Officer may organize and convene, as needed, a Transaction Code Task Force, a Privacy Task Force, a Security Task Force, and a Local Code Workgroup to facilitate a unified, coordinated, agency-wide effort toward assessment, gap analysis, and development of a compliance plan. Participants may include technical, policy, subject matter, and legal experts as well as program management. TDH executive management from Associate Commissioner level and higher will be advised of Task Force organization and activities. The members of the task force and/or workgroups may serve in the role previously assigned to agency HIPAA liaisons.





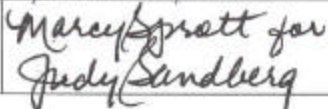
Time Commitment – Staff time required for participation on Task Force/Workgroups may vary. The immediate need is to establish a Transaction Code Task Force (formerly referenced as a Systems Task Force). This will require a commitment of 8 to 24 hours per calendar month from October 1, 2001 through January 16, 2002 for participation in Task Force meetings, completion of surveys, analyses, business flow diagrams, and contributions to an agency-wide compliance plan. After January 2002, task force and workgroup members will be expected to meet at least 2 to 6 hours a month.

Amendment V

Constraints of the HIPAA project charter will reflect:

- The extension of the HIPAA compliance due date of October 16, 2003 for HIPAA EDI regulations. Privacy compliance due date will remain April 14, 2003 for HIPAA and September 1, 2003 for SB11, now known as Health and Safety Code, Chapter 181.

Approval Signatures

NAME	TITLE	SIGNATURE	DATE
Ben Delgado	Deputy Commissioner for Operations (Executive Sponsor)		7/25/02
Tom Thornton	Associate Commissioner for Information Systems		7/18/02
Charles Bell, M.D.	Executive Deputy Commissioner		08/07/02
Debra Staben	Deputy Commissioner for Programs		8-5-02
Judy Sandberg	Bureau Chief, BAISP and HIPAA Project Director	 Marcy Spratt for Judy Sandberg	7/8/02